



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
SEC Building, EDSA, Greenhills, Mandaluyong City

February 17, 2016

**REQUEST FOR QUOTATION**  
**RFQ No. 2016-003**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an Alternative Method of Procurement through Negotiated Procurement for the item stated below, in accordance with Section 53.9 Small Value Procurement of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC herein referred to as "**the Purchaser**", now requests you to submit price quotation for subject below:

APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC), inclusive of VAT
D.1	2016-02-005	Preventive Maintenance of Indus Microfilm Reader Machine (Refer to the Terms of Reference)	P131,000.00

Award of contract shall be made to the bidder with lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) (Attachment 2) **on or before March 14, 2016** at the Procurement Division, 4<sup>th</sup> Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

Purchaser's Minimum Requirement for the Prospective Bidders:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP.
2. Bid Validity: Sixty (60) calendar days from submission of bids.
3. Delivery Site: Electronics Records Management Division, Basement, SEC Building, Mandaluyong City.
4. Interested suppliers/service providers are required to submit proof of PhilGEPS registration.

Any alterations, erasures or overwriting shall be valid only if they are duly signed or initialed by the bidder or his/her duly authorized representative.

The penalty for late deliveries is one tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring liability to the affected bidder or bidders.

**JUSTINA F. CALLANGAN**  
BAC Chairman

**PRICE QUOTATION FORM FOR PR No. 2016-02-005**

Date:

The Bids and Awards Committee  
 Securities and Exchange Commission  
 c/o The Procurement Division  
 Human Resources and Administrative Department  
 4<sup>th</sup> Floor, SEC Bldg., EDSA cor. Ortigas Avenue,  
 Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

<b>APP Ref. No.</b>	<b>PR No.</b>	<b>Description</b>	<b>Approved Budget for the Contract (ABC), inclusive of VAT</b>
D.1	2016-02-005	Preventive Maintenance of Indus Microfilm Reader Machine (Please refer to the Terms of Reference- Attachment 1 )	P131,000.00

**Amount in Words:** \_\_\_\_\_

2. We undertake, if our Quotation/Bid is accepted to deliver the above goods within the ten (10) calendar days from receipt of Notice to Proceed (NTP) or Purchase Order (PO).
3. We agree to abide by this Quotation/Bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.
5. The above-quoted prices are inclusive of all costs and applicable taxes.

**AUTHORIZED REPRESENTATIVE:**

Printed Name : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Date : \_\_\_\_\_

## **TERMS OF REFERENCE**

### **MAINTENANCE SERVICES OF INDUS MICROFILM READER MACHINE**

#### **SCOPE OF WORK**

1. The Securities and Exchange Commission (SEC) needs the services of a qualified Contractor who can provide labor, materials and technical expertise for the preventive maintenance of Six (6) units of Microfilm Reader Machines; It is the concern of the SEC to maintain the aforementioned EQUIPMENTS in optimum working condition through regular servicing and check-ups;
2. The CONTRACTOR must represent and warrants it self to be duly licensed, experienced and qualified to undertake such maintenance work, being equipped with financial and personal capabilities as well as the equipments necessary to undertake such task;

#### **MAINTENANCE SERVICES**

The CONTRACTOR agrees to render on the EQUIPMENTS covered by this Contract, (description of which is attached and marked as Annex "A") and forming as integral part hereof) the following maintenance services:

##### **1. PREVENTIVE MAINTENANCE (P.M.) SERVICE**

- a) The CONTRACTOR shall provide regular on-site preventive maintenance on the EQUIPMENTS once a month.
- b) This service shall include but not limited to the performance by the CONTRACTOR of adjusting, cleaning and lubrication of said EQUIPMENTS. Upon request, the CONTRACTOR shall also make additional inspection and repair during ordinary business hours to ensure the EQUIPMENTS stay in good working condition as well as to reduce possibility of product failure.

##### **2. REMEDIAL MAINTENANCE (R.M.) SERVICE**

- a) Should the EQUIPMENTS in the course of its normal use and operation, be found not to be in good working condition, the CONTRACTOR, shall provide remedial maintenance service thereon, which shall entitle the SEC to on-site diagnostics and repair services.
- b) This service shall include but is not limited to giving advice to the SEC to temporary remedial procedures while a permanent solution is being sought, the diagnosis and

## Annex "A"

### List of Micrographic Equipment

- |    | <u>DESCRIPTION</u>   |
|----|--|
| 1. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-019-477 |
| 2. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-019-478 |
| 3. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-019-480 |
| 4. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-019-482 |
| 5. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-637-262 |
| 6. | Indus Reader<br>Model : 4601-11<br>Serial No. : 15-637-263 |